



Human Resources Department

City of Burlington

131 Church Street, 2nd Floor, Burlington Vermont 05401

Voice (802) 865-7145

Fax (802) 864-1777

TTY (802) 865-7142

October 13, 2010

TO: Board of Finance

From: Aditeei Manjaramkar, Human Resources Generalist

Susan Leonard, Director of Human Resources

Re: Step Placement for Carole Bourneuf, Executive Secretary

Consistent with section 5.4a of the Comprehensive Personnel Policy Manual and based on a 2:1 ratio of previous relevant work experience; Ms. Bourneuf is eligible to begin her employment as the Executive Secretary with the City of Burlington at a step 7 of Grade 15.

According to Ms. Bourneuf's resume, (attached) she has nineteen years directly relevant experience, gained from 1991 to the present. Thus, we recommend Ms. Bourneuf be placed at a step 7 of Grade 15.

The City of Burlington does not discriminate on the basis of political or religious affiliation, race, color, national origin, age, sex, sexual orientation, marital status, veteran status, or disability.

The City is also committed to providing proper access to service, facilities, and employment opportunities. For accessibility information or alternative formats, please contact the Human Resources Department, 802-865-7145

City of Burlington

Job Description

Position Title: Executive Secretary

Department: Clerk Treasure Office

Reports to: Assistant Chief Administrative Officer and Chief Administrative Officer

Pay Grade: 15

Job Code: 204

Exempt/Non-Exempt: Non-Exempt

Union: n/a

General Purpose: This position is responsible for coordinating administrative support for the Clerk Treasure's office.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Provide administrative support for Board meetings, and other public boards, committees and events. This support includes, but is not limited to, compile and prepare agendas; schedule meetings and meeting space; warn meetings; record, transcribe and distribute minutes; assure follow-through to meeting issues; maintain records and files; assist in developing and disseminating outreach materials, publicity and signage plans; facilitate communication with other City Departments.
- Maintain schedules/calendars, make appointments, answer telephone, screen calls, refer calls, take messages or handle and coordinate meetings for Department Head.
- Open, review and prioritize mail. Prepare and post outgoing mail.
- Perform administrative duties in support of the department functions; including direct responsibility for the productions of the city annual budget and sections of the city annual audit.
- Maintain Office files and filing system.
- Schedule supervisor's appointments, employing discretion in committing time, or refer callers to appropriate source of information or service.
- Maintain confidential information regarding departmental matters; record actions to be taken on sensitive matters; release information to authorize parties, attorneys or the press.
- Act as liaison between supervisor and staff or other offices.
- Answer questions which involve researching information and relaying explanations of laws, policies, and procedures; refer matters which require policy decisions.
- Compile information for narrative, fiscal and statistical reports, determine appropriate report format. May contact officials, City employees or other agencies to secure data.
- Type a variety of correspondence, memos, self-composed letters, minutes, reports, agenda and legal documents. Assemble materials and coordinate office functions to meet deadlines.
- Coordinate time, location and participant arrangements for meetings; arrange travel and

accommodations as required.

- Respond to public requests for information, resolve complaints, inaccuracies in documentation, or other situations requiring diplomacy and tact.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Completion of Bachelor's Degree and two years experience; or an Associate's Degree and three years experience; or a high school diploma or equivalent and five years experience in an office environment required.
- Demonstrated knowledge of departmental policies, procedures and legal requirements preferred.
- Ability to learn specific laws, ordinances, codes and regulations applicable to the operations of assigned department.
- Ability to research records pertaining to City Council and other documents related to City business.
- Demonstrated advanced working knowledge of multiple software office products, including Microsoft word and excel.
- Ability to plan, develop and implement office procedures and make decisions on priority and scheduling of work.
- Must be able to work in a team environment, while also being self-directed.
- Must adapt to changing job duties and be able to multi-task.
- Must be able to assume administrative responsibility and carry out tasks with minimal instruction.
- Must be able to plan, organize and coordinate workload of self and subordinate(s).
- Must display excellent verbal and written communication skills.
- Must interact well with the public.
- Must be able to work evenings as required.
- Upon conditional offer of employment, candidate must successfully complete a background check as per current City ordinance or policy.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

<input checked="" type="checkbox"/> seeing	<input checked="" type="checkbox"/> ability to move distances	<input checked="" type="checkbox"/> lifting (specify)
<input checked="" type="checkbox"/> color perception	within and between	<input type="checkbox"/> 10 pounds
(red, green, amber)	warehouses/offices	<input checked="" type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	<input type="checkbox"/> climbing	<input type="checkbox"/> 10 pounds
<input checked="" type="checkbox"/> clear speech	<input type="checkbox"/> ability to mount and	<input type="checkbox"/> driving (local/over
<input checked="" type="checkbox"/> touching	dismount forklift/truck	the road)
<input type="checkbox"/> dexterity	<input type="checkbox"/> pushing/pulling	
<input type="checkbox"/> hand		
<input type="checkbox"/> finger		

☒ reading - basic

☒ math skills - basic

☐ reading - complex

☐ math skills - complex

☐ analysis/comprehension

☒ writing - basic

☒ clerical

☒ judgment/decision making

☐ writing - complex

☐ shift work

☐ outside

☐ pressurized equipment

☐ works alone

☐ extreme heat

☐ moving objects

☒ works with others

☐ extreme cold

☐ high places

☒ verbal contact w/others

☐ noise

☐ fumes/odors

☒ face-to-face contact

☐ mechanical equipment

☐ hazardous materials

☐ inside

☐ electrical equipment

☐ dirt/dust

Supervision:

Directly Supervises: _____

Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____

Date: _____

Human Resources: _____

Date: _____

CAROLE I. BOURNEUF
120 Worcester View Drive
Waterbury Center, VT 05677
802-244-7785 (H)
802-793-6410 (C)
gcbourneuf@gmail.com

City of Burlington
Human Resource Department
131 Church Street
Burlington, VT 05401

RE: Clerk/Treasurer's Office – Executive Secretary Position

Thank you for giving me the opportunity to apply for the above referenced position. I have worked for the State of Vermont for the past 31 years. My roles within the State have been in the Administrative role in assisting Executives. I am very familiar working with deadlines and customer service (both internal and external).

Some Pertinent experience and skills for this position which I excel in are:

- Confidentiality
- Solid work ethic
- Desire to excel
- Meet deadlines
- Organized

Thank you for your consideration for this position. I look forward to hearing from you. If you would like additional information, please do not hesitate to contact me.

Sincerely,


Carole I. Bourneuf

RECEIVED

SEP 01 2010

HUMAN RESOURCES

CAROLE I. BOURNEUF
120 Worcester View Drive
Waterbury Center, VT 05677
802-244-7785
gcbourneuf@gmail.com

SUMMARY OF QUALIFICATIONS

Facilities Management: Responsible for managing The Summit: Center for State Employee Development conference meeting and training facilities on a day to day basis including: development and maintenance of an efficient system for coordination of room reservations and confirmations; preparation and coordination of the facility for the multiple meetings that occur daily; ensuring excellent customer service to both external and internal customers; manage conflict situations as they arise and deal with resolution in a timely manner; coordination of the purchase of supplies and equipment for the professional development conference center and the division; responsible for overseeing and maintaining up-to-date equipment, computers, to meet the needs of our customers.

Office Manager/Executive Staff Assistant: Provide office coordination and management for workflow through all programs to ensure the smooth and efficient operation of the office. Administrative support and technical work at a professional level working as a principle assistant for the Workforce Development and Wellness Division Director of the Department of Human Resources. Division representative on behalf of Director on committees in the Waterbury Complex pertaining to the Osgood Building; such as Smoking Committee and Osgood Building Update Committee.

Financial Management: Extensive knowledge of VISION customer accounting system. Maintenance of these accounts is essential as they represent a portion of the budget funding source for the Department of Human Resources. The Center is a fee for service Division for DHR and maintenance of accurate records is essential. Work with the Director on a yearly basis for budget needs. Create excel spreadsheets for expenditures for Directors use also create spreadsheets for departmental billing purposes with State government. Create invoices for each special account fund.

Contracting and Consultant: Work to recruit and hire instructors and vendors to provide courses and services for state employees. Coordinate all aspects of the program including arranging for instructors and working closely with participants to support their learning through opportunities at the center. Coordinate a variety of individual courses, along with coordinating courses for Supervisory Development Program and Vermont Public Manager Program. Manage the course listings throughout the year. Regularly announce courses via e-mail to HR Partners.

On-Line Courses – FirstNet Learning Technical Support: Primary contact and support for State Employees using the On-Line learning system through our vendor FirstNet Learning. Organize throughout the month, registrations, marketing, and billing. Numbers of employees accessing this service monthly can be as many as 600+. Each employee must be carefully reviewed for the appropriate accounting information and billed accordingly – all information is also entered into the PeopleSoft system creating a record of education for employees.

Web Content Manager: Coordinate all information on our division website related to Workforce Development, which includes: management of web information and resources, coordination with the Director and other division staff to ensure up to date information, correct and user-friendly information and page set up.

PROFESSIONAL EXPERIENCE

Professional Development Coordinator September 2002 – Present
DHR –Workforce Development & Wellness
Waterbury, VT

- Facilities Management
- Office Manager/Executive Staff Assistant
- Financial Management
- Consultant Work
- Web Content Manager
- PeopleSoft Trainer for Enterprise Learning

Executive Staff Assistant February 1998 – August 2002
Secretary of Administration Office
Montpelier, VT

- Executive Staff Assistant
- Office Manager
- Business Manager/Personnel Administrator

Administrative Assistant B January 1991 – February 1998
Department of Employment & Training
Montpelier, VT 05602

- Administrative Assistant to Division Director
- Payroll related duties, ensuring the accuracy of timesheet and expense accounts via Paradox system
- Workers Compensation Specialist

EDUCATION AND TRAINING

Associates Degree
Champlain College, Burlington, VT

May 1979

Fundamentals of Process Management

September 2008

Writing for the Web

April 2008

REFERENCES

TRACY GALLO

802-222-7379

tracygallo@gmail.com

KATHLEEN HOYT

802-649-1671

kathyhoytvt@gmail.com

BRIAN SEARLES

802-863-2874

bsearles@btv.aero



CITY OF BURLINGTON

APPLICATION FOR EMPLOYMENT

Department of Human Resources |
131 Church Street | Burlington, VT 05401
www.hrjobs.ci.burlington.vt.us

(802) 865-7145 | VOICE
(802) 865-7142 | TTY
(802) 864-1777 | FAX
(802) 865-7147 | JOB HOTLINE

The City of Burlington is committed to providing an equal employment opportunity to all persons. Assistance in reviewing job opportunities and completing this employment application will be provided to persons with disabilities upon request.

GENERAL

INFORMATION

Department/Position desired Clerk/Treasurer's Office – Executive Secretary

How did you hear of this vacancy? Careerbuilders.com

First Name Carole Last Name Bourneuf

Mailing Address 120 Worcester View Drive

City/Town Waterbury Center State VT ZIP 05677

Phone 802-244-7785 E-mail Address gcbourneuf@gmail.com

Are you at least 18 years of age? ☒ Yes ☐ No

Probationary Police Officer Applicants ONLY: Are you at least 20 years of age? ☐ Yes ☐ No

EDUCATION

Circle the number corresponding to the highest level of education completed:

ELEMENTARY - HIGH SCHOOL					COLLEGE				<input checked="" type="checkbox"/> 2 YEAR	GRADUATE SCHOOL			
8	9	10	11	12	1	2	3	4		1	2	3	4
GED (list granting agency) _____													
List in reverse order (present or most recent first) all schools attended (colleges/universities, technical training institutions, vocational/trade schools, and high schools)													
NAME OF SCHOOL		CITY/TOWN & STATE			MAJOR(S)			DEGREE					
Champlain College		Burlington, VT			Executive Secretarial			Associates Degree					
Spaulding High School		Barre, VT			Business			Diploma					
Other Certifications or Licenses: _____													

SKILLS

Typing speed: 70 words/minute with 95% accuracy.

List all computer software used along with your experience level (expert, advanced, average).

Microsoft office - Advance/Expert

PeopleSoft Enterprise Learning - expert

List machines/equipment you are trained to operate and any special skills you have related to the position(s) for which you are applying. (First Aid, WSI, Cash Register, Heavy Equipment Operating, etc.)

Website work – I update the Summit Center: to view go to: www.summit.vt.gov

WORK EXPERIENCE

Describe below all previous work experience (including unpaid experience) in reverse chronological order (present or most recent employment first). Include any information not listed on your resume.

☐ **Name of Employer:** State of Vermont – Department of Human Resources
Address: 103 South Main Street, Osgood Bldg, Waterbury, VT 05671
Your job title: Professional Development Coordinator
Supervisor (name & title): Tracy Gallo
Employed From (month/year): September 2002 To (month/year): current
Salary (dollars/week): Start: Final: \$25.79 Hours/week: 40/week
Reason for leaving: Relocating to Chittenden County- looking for new and exciting opportunities.
✓ May we contact this employer: ☐ Yes ☐ No Phone: yes – 802-222-7379
Summary of your duties and responsibilities: **Financial Management:** Responsible for managing The Summit: Center for State Employee Development conference meeting and training facilities including: development and maintenance of an efficient system for coordination of room reservations and confirmations; preparation and coordination of the facility for the multiple meetings that occur daily; ensuring excellent customer service to both external and internal customers; manage conflict situations as they arise and deal with resolution in a timely manner.
Office Manager/Executive Staff Assistant: Provide office coordination and management for workflow through all programs to ensure the smooth and efficient operation of the office.
Contracting and Consultant: Work to recruit and hire instructors and vendors to provide courses and services for state employees. Coordinate all aspects of the program including arranging for instructors and working closely with participants to support their learning through opportunities at the center.

☐ **Name of Employer:** State of Vermont – Secretary of Administration's Office
Address: 109 State Street, Montpelier, VT 05609
Your job title: Executive Assistant
Supervisor (name & title): Kathleen Hoyt, Secretary of Administration
Employed From (month/year): February 1998 To (month/year): September 2002
Salary (dollars/week): Start: Final: \$21.33 Hours/week: 40/week
Reason for leaving: New Administration – Gov Dean to Gov Douglas
✓ May we contact this employer: ☐ Yes ☐ No Phone: YES – 802-649-1671
J Another contact for reference: Brian Searles: 802-863-2874 or bsearles@btv.aero
Summary of your duties and responsibilities: **Executive Assistant:** Complex administrative work as an assistant to an agency. Provide office coordination and management for workflow through the Agency of Administration for all programs to ensure the smooth and efficient operation of the office. Administrative support and technical work at a professional level working as an executive assistant for the Secretary of Administration Office.

☐ **Name of Employer:** State of Vermont – Department of Employment and Training (currently

Department of Labor)

Address: 5 Green Mountain Drive, Montpelier, VT 05602

Your job title: Administrative Assistant

Supervisor (name & title): Kathleen Hoyt, Commissioner

Employed From (month/year): March 1979 To (month/year): February 1998

Salary (dollars/week): Start: _____ Final: 15.09 Hours/week: 40/week

Reason for leaving: New opportunities – new adventure

May we contact this employer: X ☐ Yes ☐ No Phone 802-649-1671

Summary of your duties and responsibilities: Administrative work as an assistant to the Commissioner of Employment and Training, with direct responsibility for a specific assigned program or function. Worked with Commissioner to plan, organize and schedule appointments as necessary including any travel arrangement pertaining to job.

ADDITIONAL
INFORMATION

Are you authorized to work in the United States?

X ☐ Yes

☐ No

1. In the past ten (10) years, have you been convicted, placed on probation, or under supervision for any violation of law? ☐ Yes X ☐ No

If yes, please explain, including the basis, the date, and any circumstances contributing to rehabilitation. (A record of a conviction is not an automatic bar to employment).

2. Do you have reliable transportation?

X ☐ Yes

☐ No

If the position you are applying for requires you to travel locally, do you hold a driver's license or have another way to access prompt, reliable transportation?

☐ Not Applicable

X ☐ Yes

☐ No

3. Do you have a valid Commercial Driver's License (CDL)?

☐ Yes

X ☐ No

4. Have you been disciplined or discharged by a former employer for conduct involving any type of dishonesty, ethical misconduct or violent behavior in the last 15 years?

If Yes, please attach an explanation.

☐ Yes

X ☐ No

5. Have you ever worked for the City of Burlington ("City") before? ☐ Yes

X ☐ No

If yes, identify department and dates of employment.

Reason for leaving?

6. Please list any relatives or domestic partner employed by the City and the department(s) in which they work. No relatives – n/a

7. I understand that in making this application, the City may be contacting my references and/or prior employers. ☐ ☒ I have not signed the attached release regarding my prior employment and references. I understand that if the City is unable to communicate with my references or prior employers due to my conduct, it may affect my opportunity for employment. (Please attach an explanation if there are extenuating circumstances you feel the employer should know.).

8. I understand that if the position for which I am applying includes work with individuals or groups who are recognized as vulnerable, such as children, the elderly, or mentally disabled, I may be subject to background or record checks which I must pass prior to full employment.

9. I understand that if I accept employment by the City, as a result of my employment, I may receive City owned property to fulfill my employment obligations. At the time my employment with the City ends, I shall immediately return to the City all of its property and

pay any personal expenses I incurred on any of the City's accounts. If I fail to do this, the City may deduct the cost of such City owned property and any such personal expenses from my pay.

10. If I am hired by the City, I understand that the City's Handbook/Personnel Policy, as it may be changed in the future, shall be applicable to me and I shall read it and comply with its provisions during my employment.
11. I hereby certify that this form and any attachments to it contain no false information and are complete to the best of my knowledge. I am aware that if an investigation discloses misrepresentation or falsification, my application may be rejected, my name removed from the applicant list, and if already employed, I may be dismissed from City service, and I may be disqualified from applying in the future for any City position.

Signed: Carole Bournéuf

Date: 8/31/2010

The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age or disability, in employment or the provision of services.

TO APPLICANT: All applications for employment are kept in the City's general application file for ONE YEAR. If you would like to apply for another City position within ONE YEAR of this initial application, please contact us at (802) 865-7145.

Rev. 02/04



HUMAN RESOURCES DEPARTMENT

RELEASE AND AUTHORIZATION

TO OBTAIN EMPLOYMENT INFORMATION

This release authorizes persons whom I have listed as references and/or my previous employers to furnish to and discuss with the Human Resources staff from the City of Burlington any and all information which may be requested regarding my prior employment or fitness for employment, to include a copy of my personnel records of files.

I waive any claims to privacy or confidentiality regarding the disclosure of or discussion of my prior employment. I release the City of Burlington and its representatives and the individual references that I have listed as well as the representatives of my previous employers from any claims related to the release or discussion of my employment information or information relevant to employment so long as the information released by my references and prior employers is truthful.

*If I am applying for a position that requires a Commercial Driver's License I understand that the City may contact my prior employers for the purpose of investigating my safety performance history information. (391.21). The City will also conduct a Department of Motor Vehicle Record Check in accordance with 391.25.

Carole Bourneuf
Name (Signed)

Carole Bourneuf

(Printed name)

8/31/2010
Date